

## OVERVIEW OF THE REGULAR OSC PROCEDURE:

<b>1</b>	Complete Forms	Once you complete the Order to Show Cause documents, it should be clear to the judge what orders you are requesting and most importantly explain the reasons you are asking for those orders.
<b>2</b>	Copy and File Forms & Obtain Hearing Date	The Court Clerk's Office will need the original documents plus 2 copies. When you take the originals plus the 2 copies to the Court, the clerk will give you a hearing date and time. The clerk will keep the originals and return the two copies to you.
<b>3</b>	Serve Other Party	Someone who is 18 years or older must then personally deliver to the other party a copy of all the OSC documents in addition to a blank Responsive Declaration (FL-320) and if support is an issue a blank Income and Expense Declaration (FL-150). The other party must receive these documents at least 16 court days before the hearing.
<b>4</b>	File Completed Proof of Service	The person who gave the documents to the other party must complete, date and sign the Proof of Personal Service (FL-330). When this form is completed you should make a copy for your records and file the original with the Court.
<b>5</b>	Go To Court	On the day of your hearing, arrive at least 15 minutes early. When the judge first calls your name, tell the judge how much time you expect your case to take. For example, you can say, "Good morning, Your Honor, my name is Ellen Mellon, and I think the case will take 15 minutes." If you have a difficult case with lots of exhibits for the judge to review you may want to estimate a longer time. When your case is called for the hearing part, the judge may rely upon the written declaration each party filed, however the judge may want to ask either party more questions. The court may also allow each of you to question the other side if there is a dispute over some facts, such as income.
<b>6</b>	Prepare the Court Order	The judge will generally grant or deny your request at the end of your hearing. You will then need to prepare a Findings and Order After Hearing for the judge to sign. To do this, wait 10 days after your hearing, then visit the clerk's office and ask for a copy of the minute order and instructions and blank forms to prepare the Findings and Order After Hearing. There will be a small charge.